

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**PARF #46-9-096**

<b>CLASSIFICATION TITLE</b> Associate Governmental Program Analyst (AGPA)	<b>OFFICE/BRANCH</b> Administration/Contract Administration/Policy, Training and Assessment Section	<b>LOCATION</b> Sacramento
<b>WORKING TITLE</b> Contract Management Analyst	<b>POSITION NUMBER</b> 311-001-5393-8xx	<b>EFFECTIVE</b> 04/18/19

**GENERAL STATEMENT:**

Under the direction of the Supervising Transportation Engineer, the Associate Governmental Program Analyst provides comprehensive support services to the contract manager on contract administration and contract compliance. The incumbent interprets and applies provisions of the State Contracting Manual, and the Authority's contract policies and procedures, the Department of Finance, and California Department of Human Resources.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both are appropriate) when interacting with the contract managers and other employees of functional areas within the Authority; develop and maintain knowledge and skills related to contract management and administration; complete assignments in a timely and efficient manner; and adhere to Authority policies and procedures regarding attendance, leave and conduct. The incumbent must maintain the confidentiality of sensitive information obtained through the course of work.

**TYPICAL DUTIES:**

Percentage      Job Description  
Essential (E)/Marginal (M)

- |         |   |
|---------|---|
| 35% (E) | <ul style="list-style-type: none"><li>• Independently provides oversight to contract management on active Authority contracts.</li><li>• Interviews contract managers and assesses their performance based on contract management policies and procedures.</li><li>• Performs contract document assessments, thoroughly reviews contract files for accuracy and completeness to meet contract compliance requirements.</li><li>• Issues assessment reports including Non-Compliance Reports (NCR) on findings, collaborates with Quality Management Team for NCR closure with corrective actions.</li><li>• Meets with Authority auditors to incorporate audit findings and suggestions into assessment requirements and resolutions.</li></ul> |
| 35% (E) | <ul style="list-style-type: none"><li>• Develops and provides training for all contract managers and contract manager supervisors in core contract management functions. Ensures conformance with the Authority's policies and procedures are met.</li><li>• Maintains and updates the Authority's existing contract management policies and procedures, the Contract Manager Handbook, job aids and templates; develops new</li></ul>  |

policies and procedures as needed.

- 20% (E)      • Supports the proper implementation of contract management policies, procedures and contract manager's performance through the dissemination of pertinent information to contract managers. Assists in evaluating existing policies and procedures. Implements necessary changes to improve efficiencies of the policies and procedures.
- 10% (E)      • Conducts special projects and other tasks assigned by the Supervising Transportation Engineer.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

#### **DESIRABLE QUALIFICATIONS:**

- Excellent analytical skills.
- Ability to create and review complex data sets and dashboards using Excel.
- Ability to understand contract clauses.
- Knowledge of the Authority's organization.
- Ability to maintain organizational relationships both internally and outside of the Authority.

#### **SUPERVISION EXERCISED OVER OTHERS:**

This position will not supervise.

#### **SPECIAL PERSONAL CHARACTERISTIC**

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

#### **PUBLIC AND INTERNAL CONTACTS:**

The incumbent maintains a close working relationship with contract managers, internal employees and other counterparts within the Authority.

#### **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Errors or omissions could result in violations of statutory requirements, causing audit citations or lawsuits against the state by private contractors or labor unions. Poor judgment could result in delays in completion of the Authority's programs and loss of public trust.

**PHYSICAL, MENTAL AND EMOTIONAL ABILITIES:**

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times. It is important that employees develop cooperative relationships and work with others in a fair and equitable manner and provide excellent customer service.

**WORK ENVIRONMENT:**

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees may be required to travel.

The incumbent must be able to manage a heavy workload, work under pressure, meet inflexible timeframes, cope with changing priorities and organize a variety of assignments.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: \_\_\_\_\_

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor \_\_\_\_\_

Signature:	Date:
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**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**PARF #46-9-096**

<b>CLASSIFICATION TITLE</b> Staff Services Analyst	<b>OFFICE/BRANCH</b> Administration/Contract Administration/Policy, Training and Assessment Section	<b>LOCATION</b> Sacramento
<b>WORKING TITLE</b> Contract Management Analyst	<b>POSITION NUMBER</b> 311-001-5157-8xx	<b>EFFECTIVE</b> 04/18/19

**GENERAL STATEMENT:**

Under the supervision of the Supervising Transportation Engineer, the Staff Services Analyst provides support services to the contract manager on contract administration and contract compliance. The incumbent interprets and applies provisions of the State Contracting Manual, the Authority's contract policies and procedures, the Department of Finance, and California Department of Human Resources.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both are appropriate) when interacting with the contract managers and other employees of functional areas within the Authority; develop and maintain knowledge and skills related to contract management and administration; complete assignments in a timely and efficient manner; and adhere to Authority policies and procedures regarding attendance, leave and conduct. The incumbent must maintain the confidentiality of sensitive information obtained through the course of work.

**TYPICAL DUTIES:**

Percentage      Job Description  
Essential (E)/Marginal (M)

- |         |   |
|---------|---|
| 35% (E) | <ul style="list-style-type: none"><li>• Assists with providing oversight to contract management on active Authority contracts.</li><li>• Participates in interviews of contract managers and helps assess their performance based on contract management policies and procedures.</li><li>• Provides assistance on contract document assessments, thoroughly reviews contract files for accuracy and completeness to meet contract compliance requirements, identifies and provides solutions to meet requirements when necessary.</li><li>• Issues assessment reports including Non-Compliance Reports (NCR) on findings, collaborates with Quality Management Team for NCR closure with corrective actions.</li><li>• Meets with Authority auditors to incorporate audit findings and suggestions into assessment requirements and resolutions.</li></ul> |
| 35% (E) | <ul style="list-style-type: none"><li>• Assists with developing and providing training for all contract managers and contract manager supervisors in core contract management functions. Ensures conformance with the Authority's policies and procedures are met.</li><li>• Maintains and updates the Authority's existing contract management policies and procedures, the Contract Manager Handbook, job aids and templates; develops new</li></ul>  |

policies and procedures as needed.

- 20% (E)      • Supports the proper implementation of contract management policies, procedures and contract manager's performance through the dissemination of pertinent information to contract managers. Assists in evaluating existing policies and procedures. Assists with implementing necessary changes to improve efficiencies of the policies and procedures.
- 10% (E)      • Conducts special projects and other tasks assigned by the Supervising Transportation Engineer.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

#### **DESIRABLE QUALIFICATIONS:**

- Analytical skills.
- Ability to create and review complex data sets and dashboards using Excel.
- Ability to understand contract clauses.
- Knowledge of the Authority's organization.
- Ability to maintain organizational relationships both internally and outside of the Authority.

#### **SUPERVISION EXERCISED OVER OTHERS:**

This position will not supervise.

#### **SPECIAL PERSONAL CHARACTERISTIC**

Ability to act independently, open-mindedness, flexibility, and tact.

#### **PUBLIC AND INTERNAL CONTACTS:**

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Name of Employee: \_\_\_\_\_

Signature:	Date:
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Name of Supervisor \_\_\_\_\_

Signature:	Date:
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